GIS Work Order Request - Planning

WorkOrderNum

| Planning |

All regular work orders will be processed within 7 working days. Only approved work orders will be processed. Oral request will not be honored. Rapid work order request will be processed within two working days with GIS Manager's approval. Complex request (i.e. detailed maps, analysis of several data layers, etc.) shall include all necessary files and information to complete the work order. Complex requests may require an extended Delivery Date.

Data Request Type

| Regular |
| Rapid |

Rapid Request Justification

Today's Date

PlotSize (Circle)

ANSI A (8 1/2x11)
ANSI B (11x 17)
ANSI C (17x22)
ANSI D (22x34)
ANSI E (34x44)

Please provide the following:

Plot Orientation

| Portrait |
| Landscape |

Demographic Analysis ☐

Project Title

Number of Copies

File Format: (Circle **Additional File Format**

PDF	Geodatabase
JPEG	Table
Shapefile	PowerPoint

Instructions for Request

| January ▼ | 2005 ▼ |

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Requestor Information

Name of Requestor | **Phone**

Department | **Division**

| Public |

Charge Back Index #: | **Date requested by**

For GIS Division Use Only

Work Assigned to | **Date Assigned** | **PDF Name**

Project Classification: | **MXD Project Name:** | **Total Job Time:**

Quality Assurance/Checked ☐ | **Checked by** | **Job Completion Date:**

GIS Comments: (Change in Priority, Postponed, Revision and Date

Total Number of Plots Produced for this request: